



This checklist was designed to assist HR representatives and supervisors when an employee terminates as a guide for the Exit Interview.

## Employee Section

Name:

EIN #:

Agency Employed By:

Date of Notice:

## Updated Contact Information

Phone:

Address:

City:

State:

Zip Code:

## Exit Interview

### Reason for Leaving:

Abandonment of Position

Other Employment

Deceased

Relocation

Dismissal

Retirement

Education

Reduction in Force

End of At-Will Employment

Other:

Military Service

**Are there any internal issues or concerns that HR should be aware of?**

**Do you have any feedback for departmental improvement?**

**Any additional comments?**

As I terminate my employment with teh State of Utah, I herby certify that I have returned or am now returning all items in my possession that are the property of the State of Utah.

Employee Signature:

Date:

HR Signature:

Date: